



*Solicitation Information  
October 15, 2015*

**RFP # 7549975**

**TITLE: LITERATURE REVIEW CONCERNING THE SCIENCE OF  
FRESHWATER WETLAND BUFFERS**

**SUBMISSION DEADLINE: THURSDAY, NOVEMBER 12, 2015 AT 2:00 PM (ET)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **Monday, October 26, 2015 at 5:00 PM** (Eastern Time). Please reference the RFP number on all correspondence. Answers to questions received, if any, will be posted on the website, as an addendum to the solicitation, at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

<b>SURETY REQUIRED:</b> No
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<b>BOND REQUIRED:</b> No
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**Gail Walsh  
Chief Buyer**

Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**NOTE TO VENDORS:**

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management is soliciting proposals from academic institutions or conservation-related organizations to provide technical services to conduct a scientific literature review focused on the topic of freshwater wetland buffers, as described elsewhere herein, and in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Pursuant to Rhode Island General Law, the Rhode Island Department of Environmental Management (RIDEM) and the Rhode Island Coastal Resources Management Council (CRMC) implement regulatory programs aimed at protecting the wetland resources in Rhode Island. The RIDEM exercises its authority over an estimated 93 percent of the State's inland freshwater wetlands, while CRMC regulates freshwater wetlands in the vicinity of the coast as well as coastal wetlands such as salt marshes. Both programs routinely make determinations regarding the impacts of proposed land alterations and other types of projects or activities on wetland resources. One aspect of wetlands protection involves policies regarding the maintenance of land surrounding vegetated wetlands as an undisturbed natural buffer. According to Rhode Island General Law (R.I.G.L. Section 2-1-20), the longstanding definition of freshwater wetlands has included not only various vegetated wetlands and surface water bodies but also land adjacent to such areas. Specifically, the definition has included many vegetated wetland types, watercourses, water bodies, as well as the 100-year floodplains, the area of land within 50 feet of swamps, marshes, ponds, over certain size thresholds, bogs, and the area of land within 100 feet or 200 feet of rivers and streams. State wetland permitting programs are in part at ensuring the adverse impacts of human disturbance are avoided and minimized in these areas.

Wetland buffers are adjacent upland areas that are intended to be maintained in an undisturbed vegetated condition to protect and enhance the functions and values that the wetlands provide. In December 2014, the Rhode Island Division of Planning released a report as required by state law that summarized findings and recommendations from a Legislative Task Force that examined the existing Rhode Island laws and regulations concerning wetland buffers and related regulatory setbacks. The two State wetland program agencies, RIDEM and the CRMC participated on the Task Force that examined the adequacy of protection afforded to freshwater wetlands under the current laws, identified gaps in buffer protection, and reviewed the regulatory process in place at both the state and local levels. The Task Force completed a review of readily available scientific literature and summaries concerning wetland and water resource protection needs as well as an assessment of consistency among State and local programs. Prior wetland programmatic reviews have noted the limitations of the current State regulatory scheme with respect to achieving wetland protection goals.

Key findings of the task force regarding the adequacy of protection were:

- The 1971 Wetlands Act as amended contains significant gaps and is not adequate to protect some wetlands.
- In general, setbacks for on-site wastewater treatment systems (OWTS) established in the state OWTS regulations are sufficiently protective of the State's water resources.
- To eliminate dual reviews and protect wetlands, the State authority for regulating development and other alterations in proximity to wetlands, including surface waters, should be expanded by modifying the RI General Law and agency regulations to increase State jurisdiction

In response to the Task Force Report recommendations, state law was revised in the spring of 2015 with a directive for new rule-making. Among the changes, the definition of wetland was revised and a "jurisdictional area" was defined as being all area within 200 feet of the edge of a river, stream or reservoir used for public drinking water supply; and within 100 feet from the edge of all other wetland types, including freshwater ponds. The law further directed RIDEM and CRMC to develop standards for the designation of buffers adjacent to freshwater wetland resources including rivers, streams, lakes and ponds. Implementation of the changes will require promulgation of revised state regulations.

To provide additional information for regulation development, the RIDEM is seeking technical services to complete a report that will be a review of recent scientific publications related to freshwater wetland buffers, (including riparian buffers to rivers, streams, lakes, and ponds) and their effectiveness relative to protecting and enhancing the functions and values of the wetland resources. This review will include consideration of buffers between wetlands and all land disturbances, and between wetlands and on-site wastewater treatment system (OWTS) discharges. It is intended that the development of this report will build upon the work previously completed by the Task Force in *The Science of Setting Buffers for Wetlands and OWTS: A Literature Review* available at [http://www.planning.ri.gov/documents/LU/legtask/The %20Science of Setting Buffers for Wetlands and OWTS A Literature Review 8.08.14.pdf](http://www.planning.ri.gov/documents/LU/legtask/The_%20Science_of_Setting_Buffers_for_Wetlands_and_OWTS_A_Literature_Review_8.08.14.pdf), while providing an update that reflects pertinent work that may be reflected in more recent scientific literature. Rhode Island is interested in scientific literature that provides information on relationship of the buffer to wildlife habitat functions, in particular for wetland species; and to water quality protection.

RIDEM expects the subject literature review to be documented in a report accompanied by a listing of references organized in an electronic form; e.g. excel tables. The written literature review will include an assessment of the scientific findings reflected in the literature that are relevant to New England and Rhode Island and that highlight issues of interest to Rhode Island state management agencies (RIDEM and CRMC), including areas of conflict or uncertainty in the research.

In addition to producing a report, the selected consultant will be required to present results and participate in a regional workshop targeting state officials from New England and in a meeting for Rhode Island agencies and stakeholders.

## SECTION 2. INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

- ❖ All respondents MUST register online at the RIVIP's Internet website @ [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Proposals must be in accordance with the guidelines outlined in this request and the State's general conditions of purchasing which can be accessed through the website.
- ❖ A fully completed and *signed RIVIP Bidder Certification Cover Sheet – All three pages* should accompany response submitted. Failure to make a complete submission inclusive of this three-page document **may result in disqualification**.
- ❖ All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- ❖ The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
- ❖ All costs associated with developing or submitting documents in response to this request and/or in providing oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
- ❖ All pricing submitted will be considered to be *firm and fixed* unless otherwise indicated herein.
- ❖ Submission in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- ❖ Responses misdirected to the other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and may not be considered. The official clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- ❖ Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- ❖ Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- ❖ Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in Title 38, Chapter 2 of Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award is made.

- ❖ During the life of the contract, the State reserves the right to solicit separately for selected initiatives within this scope of work.
- ❖ Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) - § 28-5.1-1  
Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond.lambert@doa.ri.gov](mailto:raymond.lambert@doa.ri.gov).
- ❖ The State of Rhode Island has a goal of ten per cent (10%) participation by Minority Business Enterprises (MBE) in all State procurements. For further information, visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov). To speak with an M.B.E. Officer, call (401) 222-6253.
- ❖ Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- ❖ The detail of work is outlined in the section entitled “Scope of Work”. Contingent on award of a purchase order, DEM anticipates work should begin in November 2015. The contract for services, contingent on the continued availability of funding, is expected to require four to six months from the authorization to start, dependent on the final number of tasks included in the contract. Available funding is currently authorized through September 30, 2016. ***Note: The State of Rhode Island is interested in completing the project in as expeditious a manner as practicable.***
- ❖ Proposal misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The official time clock is located in the reception area of the Division of Purchases.
- ❖ In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact businesses in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401) 222-3040. *This is a requirement only of the successful vendor(s).*
- ❖ Respondents will be responsible for determining the level of success of their activities through use of appropriate process and outcome measurements. Each activity must produce an identifiable deliverable or a measurable outcome.
- ❖ It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror’s proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

- ❖ Should there be a need for technical assistance in registering, and/or downloading any document, call the RIVIP HELP DESK@ (401) 222-3766 or [lynda.moore@doit.ri.gov](mailto:lynda.moore@doit.ri.gov).

#### Contract Period

The term of any award resulting from this request shall be from approximately November 2015 through April 2016, contingent on continued availability of funding. Additional time for processing of final invoices will likely be included in the agreement.

#### Compensation and Payment Terms

Compensation will be based upon the deliverables list according to the technical/cost proposal. The successful respondent will submit an invoice based on RIDEM approved deliverables.

#### Performance Evaluation

Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan (with named individuals), a schedule, and detailed budget along with any other related documentation the vendor feels is relevant to the project plan.

RIDEM will review and accept invoices for payment processing in a timely manner conditional upon satisfactory completion and acceptance of (1) all evaluation requirements and (2) complete, accurate submission of scheduled deliverables.

### **Completion and Acceptance Criteria**

- Completion of comprehensive listing of relevant research studies and complete reference details (Task 2)
- Completion of annotated bibliography and available PDF's (Task 2)
- Completion of list of key themes and substantiating studies (Task 3)
- Completion of written report (Task 3)
- Completion of presentations ( Task 4)

### **SECTION 3. INSTRUCTIONS FOR PROPOSAL CONTENT & FORMAT**

Consistent with the Scope of Work (SOW) described in Section 5 of this proposal the Technical Proposal content must include, at a minimum, the following information for RIDEM to review:

#### **BACKGROUND AND PREVIOUS EXPERIENCE:**

- ❖ **A Completed and signed three-page RIVIP bidder certification cover form.**  
Form is downloadable from [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- ❖ **A Completed and signed W-9 Taxpayer Certification Form,** downloadable from [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- ❖ **Organization Introduction:** Respondents are to include a complete description and other relevant information documenting organizational structure and its expertise and length of experience relative to the service requested. Respondents should characterize their access to scientific literature sources.
- ❖ **Relevant Experience:** Respondents are to describe their prior experience, wetland science/policy background, familiarity with Rhode Island freshwater wetlands policy, and other skills necessary to conduct an exhaustive literature search within the parameters of the RFP; and include a comprehensive listing of similar projects undertaken or similar clients served, including a brief description of the projects.
- ❖ **Existing Workload:** Respondents should describe their capacity to add this project to their existing workload within the timeline expressed.

#### **ORGANIZATION AND STAFFING:**

- ❖ **Staff Qualifications:** Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualification of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Respondents must demonstrate that staff has appropriate knowledge and depth of experience, including experience with existing literature on development impacts to wetland habitat and knowledge of relevant State-wide wetlands regulations and policy, to execute the tasks.
- ❖ **Sub-Consultants:** As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. The qualifications of subcontractors to perform tasks must be documented. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

### PROJECT WORK PLAN:

- ❖ **Executive Summary:** The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the Offeror's technical approach and ability.
- ❖ **Project Approach:** Respondents shall describe the Offeror's understanding of the State's requirement including the approach and methodology to be used and intended results. Offeror shall provide a detailed technical synopsis of their proposed services and justification for the approach based on the SOW requested by RIDEM, including any technical or personnel issues that will or may be confronted at each stage of the project. The respondents should identify those existing summaries of literature which will serve as the baseline from which the literature review will build. Proposals that depart from or materially alter the terms, requirements or SOW as defined by this RFP will be rejected and considered non-responsive.
- ❖ **Work Plan:** Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan and any other related documentation the vendor feels is relevant to the project plan. The workplan description shall include a detailed proposed project schedule (by task and subtask), milestones that will be employed to administer the project, the assignment of staff members to each task and concentration of effort for each, and the attributable deliverables for each task.
- ❖ Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the State will be completing.
- ❖ **Project Manager:** Vendor must provide a project manager to serve as the main interface with the RIDEM. Project must be managed by a person of adequate expertise in wetland science and policy. The project manager must have experience with projects that are comparable in size and scope.
- ❖ **Reporting Requirements:** Any reports generated will be submitted both in hard copy and electronically for ease of review. The successful respondent will be prepared to discuss and review findings in a coordinated team meeting environment should this be required.
- ❖ **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDEM with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.

### COST PROPOSAL

The cost proposal will reflect completion of the project, itemized by task. Each task will correspond to a deliverable identified in the work plan provided by the vendor as part of the proposal package.

- ❖ Cost proposal prices submitted will be considered **firm and fixed**.

- ❖ Cost proposal must provide a detailed cost estimate, list key personnel who will be assigned to perform each task, level of effort (hours) and corresponding hourly rates. The cost proposal should also identify all non-personnel costs associated with execution of the Scope of Work.
- ❖ Funding expected to be available for this project is approximately \$30,000-\$40,000.

**Note: Failure to fully disclose annual costs could result in disqualification.**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference RFP #7549975 on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or [lynda.moore@doit.ri.gov](mailto:lynda.moore@doit.ri.gov).

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (an original plus four (4) copies) should be mailed or hand-delivered in a sealed envelope marked **“RFP #7549975 – Literature Review of the Science Related to Wetland Buffers”** to:

RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

## RESPONSE CONTENTS:

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P. generated bidder certification cover sheet downloaded from the RI Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded from the RI Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). **Please include with original proposal only.**
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described in this solicitation.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD-Rom, disc, or flash drive). Microsoft Word / Excel or .pdf format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original.”

## **SECTION 4. EVALUATION AND SELECTION**

The State will establish a Technical Review Committee that will evaluate and score Technical/Cost proposals utilizing the following criteria to produce a final ranking and recommendation for selection.

### ***SELECTION CRITERIA:***

The following criteria will be used to evaluate and score proposals:

1. **Overall quality of the proposal** – Proposal should demonstrate that the respondent understands the need for and purpose of the project, including scope and complexity. (10 POINTS)
2. **Description of the proposed plan to perform required tasks** – The proposal contains a description of the tasks to be performed and a detailed work plan including timeline that is adequate and sufficient to accomplish the requirements of the project. Description of each task, including methodology, cost per task, and timing and allocation of staff effort is included, reasonable and acceptable. Respondent should identify project outcomes which are measurable and can be used, at least in part, to assess the provider’s performance in completing the scope of work. An evaluation component should be proposed to provide for ongoing assessment of the performance of the activities of the project, as well as, a final overall evaluation of the outcomes of the project. (25 POINTS)

3. **Organizational capacity** – Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously. Respondents must demonstrate managerial approach that will result in the successful and timely completion of the project, including access to scientific literature and ability to acquire literature free of charge when published. Respondent should include a list of hours or percentage of time that all staff or sub consultants will spend on the project by task. Offeror must demonstrate ability to complete project within eight months of contract award. (20 POINTS)
4. **Past performance and demonstrated effectiveness** – Evidence of prior successful experiences in the provision of services especially with respect to such factors as control of costs, quality of work, and an ability to meet deadlines. Respondent should demonstrate experience in and access to comprehensive literature search methods. Describe several projects that have been completed noting outcomes. (15 POINTS)
5. **Cost Proposal** – Lowest responsive cost proposal will be divided by the bidder's costs proposal. The resulting quotient is then multiplied by 10 to calculate the number of points awarded. (30 POINTS)

Upon final selection approval, all respondents will be notified by the State, via a posting on the Division of Purchases website, that a final selection has been made.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.

## **SECTION 5. SCOPE OF WORK**

As described in Section 1, RIDEM is seeking proposals from qualified organizations, including academic institutions and conservation organizations to provide technical services for a review of the scientific literature pertinent to wetlands buffers and all land disturbances and pertinent to on-site wastewater treatment system discharges as they pertain to freshwater vegetated wetlands, fresh water bodies, and watercourses building on the review completed by the Legislative Task Force. The review will focus on research related to how well natural buffers and setbacks are protective of or contribute to the functions and value of the adjacent regulated wetlands in RI, in particular with respect to water quality protection and wildlife habitat functions. The purpose of the project is to examine the existing literature to identify studies, research papers, journal articles and similar efforts which address development-related impacts on wetlands and the role of natural buffers and setbacks can play in mitigating such impacts.

The project is intended to reference, summarize and build upon other existing compilations of literature by identifying and reviewing any pertinent published literature available now that was not considered in the prior compilations. From the established baseline, the review of the scientific literature will be comprehensive and will include the academic literature, materials available through the internet, foundations, government publications and other sources. The provider will catalogue and prioritize the importance of the literature source, summarize and analyze each new document selected, extracting key information and noting any weaknesses. The process will involve synthesizing information into key findings. The literature review will present findings and conclusions with an emphasis on the effectiveness of natural buffers of various widths and conditions in providing protection of wetland functions and values. The product will efficiently facilitate access to relevant research for wetland programs enhancing policy development as well as the scientific basis for its evaluations.

RIDEM expects the selected vendor to work closely with a committee of RIDEM and other State staff in execution of the Scope of Work. The general objectives of this project are as follows

- Conduct an extensive search for pertinent literature and compile a comprehensive listing of all research studies which address the parameters defined in the project plan.
- Summarize and conduct a critical analysis of the selected literature, noting strengths and weaknesses of each study.
- Organize studies reviewed by key themes to illustrate areas where sufficient research and information exists and identify areas where future research is needed.
- Prepare a report summarizing the literature review noting key findings and as well as areas requiring more investigation and recommendations for next steps.

### ***Project Tasks and Deliverables:***

RIDEM has identified a series of tasks that are needed to accomplish the goal of this scientific literature review. In addition to describing the general project approach, all proposals shall incorporate, but not necessarily be limited to, the following tasks. The vendor will be expected to work closely with a committee of RIDEM and other State agency staff in execution of the Scope of Work. Deliverables will be required to be provided in both hard-copy and electronic form in a format acceptable to the State; e.g. MS Word, Adobe pdf etc. Note that RIDEM reserves the right to contract for any combination of these tasks via a final scope of work developed with the selected vendor.

#### **Task 1 – Project Plan & Initial Meeting**

This task consists of meeting with RIDEM staff and refining the proposed project plan (scope of work and timeline). This will include clarifying the questions that will be the focus of the scientific literature review and synthesis. The project plan, derived from the response to this RFP, will include measurable project outcomes that can be used to assess the selected consultant's performance and evaluate progress in completing the project plan. It should address the parameters listed below including a list of recommended source materials. Following discussion, RIDEM and selected consultant will refine and agree to any needed clarifications in the project approach, work plan, definition of parameters (below), measures of performance or timelines. Parameters include:

- Identification of prior summaries which will serve as the baseline for the scientific literature review.
- The time period for which scientific literature will be reviewed
- Geographic extent of scientific research studies to be reviewed.
- List of peer-reviewed journals and other sources to be included in the review.
- List of topic areas that constitute the focus of the review

*Deliverable:* Final project plan

#### **Task 2 - Scientific literature search, review and summarization:**

This task consists of conducting a search for literature pertinent to the parameters defined in the project plan from Task 1, including academic literature, materials such as technical reports available through the internet, foundations, government publications and other sources and extracting key information from the literature. The task involves analyzing and summarizing documents selected for review to supplement those studies previously summarized by the RI Legislative Task Force. The provider will create a comprehensive listing of all research relevant to the parameters established in the scope of work and provide complete reference information for all documents. Respondent should propose how the literature catalogued or listing will be organized, e.g. alphabetically, by focus area, or by publication type. RIDEM is requesting the list be made available in an electronic form. The review should include an assessment of the strengths and weaknesses of each study. The selected consultant should include information on the type of study, methods and parameters measured, time-frame, geographic location, relevant findings and conclusions. As appropriate, study evaluation should include an assessment of the experimental design, data collection procedures, statistical procedures and analysis as well as the validity and appropriateness of conclusions drawn. Where available, provider should also provide RIDEM with PDF's of pertinent documents within the limitations of copyright privileges.

*Deliverables:* Catalogue or comprehensive listing of relevant research studies with complete reference details. Annotated bibliography and available PDF's.

### **Task 3 - Analysis of relevant information, identification of findings, and report preparation**

This task consists of synthesizing key information to identify themes in the literature and organizing the results of the studies reviewed according to these themes. A list of key proposed themes should be proposed to DEM with approval prior to further analysis and report writing. Key themes relate to the effectiveness of wetland buffers to protect various functions and values of wetlands and may be associated with different categories of impacts and related considerations. Organization should illustrate areas where sufficient research and information exists and identify areas where future research is needed. Studies producing conflicting results should be highlighted as well.

The findings shall be documented in a short report that highlights issues of interest to RIDEM and should reflect scientific findings for which there is general consensus, topics or areas in which the scientific research yields conflicting results or conclusions, and discussion of implications for RIDEM and CRMC rules and regulations with respect to their protectiveness. The report should include the following sections:

- Summary of literature reviewed (consider quality, merit, and scope of various studies).
- Summary of key themes of scientific consensus and trends that have emerged as reflected in the literature.
- Summary of key themes for which the scientific literature yields variable or conflicting results.
- Identification of key gaps in desired information.

A draft report shall be provided to RIDEM for review and comment. The final report shall be revised as needed to be responsive to RIDEM comments.

*Deliverables:* Draft list of key themes.

Final list of key themes and substantiating studies.

Draft and final written report with findings.

### **Task 4. Presentation of Results**

This task consists of completing a minimum of two presentations that highlight the results of the literature review. One presentation will be for State agency staff. The second presentation will take place as part of a regional workshop being organized for federal and state managers in New England by RIDEM in collaboration with EPA and partners.

*Deliverable:* Two presentations; including participation in regional workshop

## SECTION 6. COST PROPOSAL AND TIMELINE

### A. Cost Proposal

Bid proposals should provide a **firm fixed cost (including expenses)** for the work required of the Contractor, as described above. Bid proposals should also provide a cost breakdown for each task in Section 5, in the instance that time or cost constraints cause the state to proceed with a more limited scope project. Each bid should identify an hourly rate for each task and an estimate for the number of hours required to complete that task. Bid proposals shall include a proposed payment schedule that corresponds with completion of deliverables.

The contractor is responsible for incurring all expenses related to overhead, research, data collection, travel, etc. necessary to complete the scope of work including all tasks and deliverables described in Section 5. All anticipated expenses must be detailed in the cost proposal. A total budget of \$30, 000- \$40,000 is estimated to be available for this project.

### B. Timeline

Bid proposals shall include a schedule of all work necessary to complete tasks and deliverables as described in Section 5.

The project must be completed and accepted by RIDEM no later than six months from the date the contract is signed and a notice to proceed is given. RIDEM has final approval on all work and performance.

Bid proposals shall include a reporting and meeting schedule, which demonstrates the ability to work on an interactive and timely basis with RIDEM and review committees. Bid proposals shall discuss any potential difficulties, delays, or variances in carrying out the work.

### COST PROPOSAL SUMMARY

Offerors should provide an estimate of the cost to complete each task and subtask specified in the Scope of Work, in the format outlined below. In addition a table summarizing the total costs of all tasks should be included. Bid prices are fixed and firm and all anticipated costs should be identified. Add rows to tables as necessary.

TASK\_\_\_\_:

Personnel (1)				Total Cost
Name	Title	Hourly Rate	No. of Hours	
Other Expenses (2)		Unit price	No. of units	
Total Cost for Task:				

- (1) Fully absorbed hourly rates for all staff proposed to work on the project, and the concentration of hours for each.
- (2) Include any anticipated costs other than personnel.